

Since 2016



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*LIVE, WORK AND PLAY IN*

# ST. LUCIE COUNTY

## *Parks & Recreation Director*

### *POSITION AVAILABLE*

*Exciting and challenging opportunity  
in a vital leadership role with St.  
Lucie County Board of County  
Commissioners for a seasoned  
executive management professional.*

## *History*

According to historians, it is believed that the name "St. Lucie" was first given to this area by the Spanish. The name was given after the Spanish began construction of a fort on December 13 - the feast day of the Roman Catholic Saint Lucia. Originally part of Brevard County, the area known today as St. Lucie County expanded throughout the late 1800s, until its official incorporation in 1905.

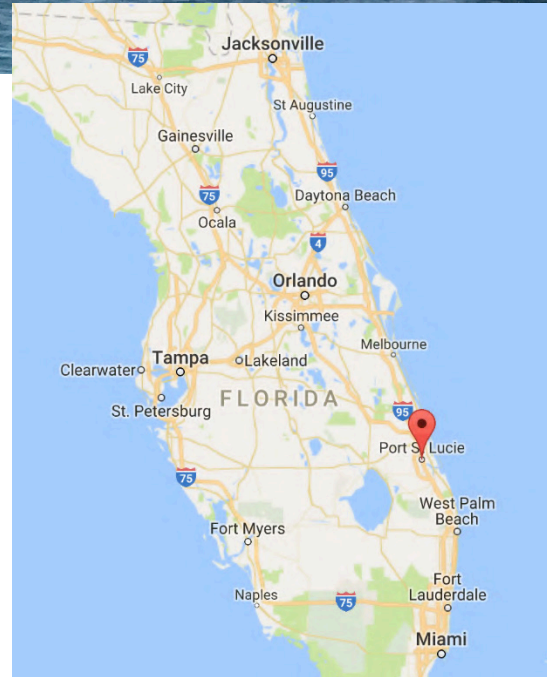
St. Lucie County, FL is comprised of the City of Fort Pierce, the City of Port St. Lucie and St. Lucie Village. As of July 1, 2019, U.S. Census Bureau data estimated a population of 328,297 residents. Regionally, St. Lucie County lies within a four-county area that also includes Indian River, Martin and Okeechobee Counties. Collectively, the four counties are known as the "Treasure Coast." The story of the Treasure Coast began over 300 years ago in 1715 when a fleet of 11 Spanish ships loaded with treasure wrecked just offshore due to a hurricane. The fleet sunk scattering gold, silver and jewels all over the seafloor. To this day, these treasures can sometimes still be found, washed up on the shores by lucky beachgoers, giving the region its well-deserved name.

## *Why St. Lucie County?*

St. Lucie County is an exciting, picturesque place where opportunities abound. Whether you are considering joining our team as a new resident or an existing one, St. Lucie County provides a spectacular place to live, work and play. As an emerging region for cutting edge companies, St. Lucie is pushing the frontiers of research in life sciences, biotechnology, energy, aviation, information technology and manufacturing.

# ST. LUCIE COUNTY

*AT A GLANCE...*



St. Lucie County has the requisite location, business environment and workforce to be one of the best performing communities in the nation in the very foreseeable future. The area hosts a variety of housing options, from mixed-use, to waterfront enclaves, to quaint gated communities – with many at affordable prices. St. Lucie County boasts strong educational resources and institutions. The County is serviced by a vast array of exceptional health care providers, with four hospitals and a variety of other medical and health related services, to include Lawnwood Regional Center (Level II Trauma Center), Cleveland Clinic Traditions, St. Lucie Medical Center and Port St. Lucie Hospital.

## *Quality of Life & Amenities*

With an average temperature of 74°F and sunny skies nearly 80% of the time, residents and visitors can enjoy an abundance of environmental, recreational and cultural activities all year long in our tropical, South Florida coastal community.

The County is home to the historic City of Fort Pierce, the vibrant City of Port St. Lucie and the breathtaking beaches of Hutchinson Island. In an increasingly globalized economy where people have more choices than ever before as to where they will live and work, we believe St. Lucie County is one of the highest-quality, most livable and welcoming communities in all of Florida.

## *Arts & Culture*

St. Lucie County takes pride in preserving and promoting the arts. From museums and heritage trails honoring the Navy SEALs, A.E. Backus, Zora Neale Hurston and the Florida Highwaymen to botanical gardens and performing arts venues, there are a wide array of arts and cultural amenities to enjoy.

## *Golf*

The area boasts more than 20 public and semiprivate courses, with prices ranging from very affordable to upscale and the great weather allows for play all year round. The PGA Golf Club in Port St. Lucie, ranked among the '75 Best Golf Resorts' by Golf Digest, is a global golf destination.

## *Beaches, Parks and Preserves*

St. Lucie County's natural resources are enviable, with more than 21 miles of pristine coastline and beaches, more than 20,000 acres of public parks and nature preserves and miles of rivers and waterways. Whether cruising on a yacht through the Fort Pierce Inlet to the Atlantic Ocean, diving natural and artificial reefs, kayaking or paddle boarding through mangrove tunnels or surfing, there is no shortage of ways to enjoy the water. Our many public marinas and boat ramps provide easy access. Anglers travel from the world over to enjoy inshore and offshore fishing from charters at the Fort Pierce City Marina and other local marinas.

## *Baseball*

America's favorite pastime is enjoyed at the state-of-the-art Clover Park in Port St. Lucie – the Spring training home of the New York Mets. Minor league baseball is also in full-swing during the summer months, when residents and visitors can enjoy watching the St. Lucie Mets (the high class-A minor league affiliate of the NY Mets) play against other teams.

# ST. LUCIE COUNTY

## BOARD OF COUNTY COMMISSIONERS



Board of County Commissioners, left to right: (Sean Mitchell, Cathy Townsend, Linda Bartz, Frannie Hutchinson, and Chris Dzadovsky)

"St. Lucie Works" is more than just a catch phrase. We live it everyday as an organization that focuses on people, service and community. We bring in and retain the best and brightest, allowing our team members the opportunity for challenges, growth and development. We are laser focused on customer service, understanding that local governments exist to serve their community. We always look for ways to get to yes and we do that with a sense of urgency. Lastly, we build community everyday through roads, sidewalks, parks and libraries. We also build community through relationships and serving all parts of our County through our charitable works. Building community is about building people and we work on doing that better everyday.

## *St. Lucie County Government*



*Howard N. Tipton*  
COUNTY ADMINISTRATOR

St. Lucie County has three incorporated cities: Fort Pierce (population ~45,329, U.S. Census, July 2019), Port St. Lucie (population ~189,396, U.S. Census, July 2019) and St. Lucie Village (population ~802, U.S. Census, July 2019). Most of the County's land mass falls in the unincorporated area and is served by the County and the Fire District.

St. Lucie County is a council-manager form of government, which is comprised of the Board of County Commissioners (BOCC). The Commissioners are elected at-large from district constituents. Each Commissioner serves a four-year term

and terms are not limited. Approximately 800 full-time employees, including the County Administrator and the County Attorney, are employed under the direct oversight of the BOCC.

The County also includes elected constitutional offices such as the Clerk of the Court, Property Appraiser, Sheriff, Supervisor of Elections and the Tax Collector. St. Lucie Public Schools and the St. Lucie County Fire District operate independently.

St. Lucie County has been recognized as one of the Best Places to Work since 2016. In the past decade, St. Lucie

County has won more than 130 awards from state, federal and international organizations such as the International City/County Management Association, National Association of Counties, Florida City and County Managers Association, Florida Public Transportation Association, American Shore and Beach Preservation Association, Government Finance Officers Association of the United States and Canada, Florida Section American Water Works Association, United States Green Building Council, the Florida Public Relations Association, the Association of Natural Resource Extension Professionals and others.

## ***Parks & Recreation Department***

The mission of the Parks and Recreation Department is to enhance the quality of life in St. Lucie County by providing memorable positive experiences for citizens and visitors at our parks, recreational facilities, athletic fields, and event venues. The department is comprised of three divisions under Administration: Parks and Special Facilities, Regional Parks and Stadiums, and Fairwinds Golf Course. The Parks and Recreation Department has a total budget of approximately \$72M, with a combined full-time equivalent (FTE) of 137.7, approximately 200 employees, both full and part-time.

- **Parks and Special Facilities (PSF)** - This PSF division is responsible for maintenance, operations, and revenue for a diverse set of Parks, Venues, and Special Facilities. These locations include Savannas Recreational Area and Campground, Havert L. Fenn Center, St. Lucie County Fairgrounds, Aquatics and Water Safety Programs, three (3) county pools, four (4) boat ramps, three (3) canoe and kayak launches, fourteen (14) public beach parks, and nineteen (19) community parks. Specifically, the Havert L. Fenn Center has six (6) distinct meeting rooms, ranging from 1,100 to 9,100 sq. ft., and a Main Exhibit Hall of 22,700 sq. ft. and serves as St. Lucie County's Special Needs Emergency Shelter. The PSF division has a skilled Parks Trades Crew, which maintains these facilities and Grounds Maintenance Crew, which provides landscaping services for these properties and an additional thirty-four (34) county-owned buildings and properties.
- **Regional Parks and Stadiums (RPS)** - The RPS division is responsible for maintenance, revenue, and programming for large Regional Parks at Lakewood, Lawnwood, and Lincoln Park. The athletic facilities and stadiums include South County Stadium, Calvin Triplett Stadium, Elks Park, Sheraton Plaza Park, St. Lucie County Aquarium, St. Lucie County History Museum, and Clover Park (Mets Spring Training Facility). Other public recreational facilities and amenities include tennis/pickleball, basketball, disc golf, skate park, pavilions, as well as the community centers at Lincoln Park and Walton.
- **Fairwinds Golf Course** - The St. Lucie County Parks and Recreation Department maintains and operates this award-winning 18-hole Championship Jim Fazio designed golf course built on the County's former landfill. Fairwinds is operated as an Enterprise Fund and strives to operate as a business without impact on the General Fund. The Golf Course reaches the community with a wide range of special programs: Special Olympics, First Tee Program, Wounded Warrior Program, various fundraising tournaments including the Annual United Way Golf Tournament, LPCC Junior Golf Program, St. Lucie County Amateur & Sr. Amateur Golf Championships, Weekly Ladies & Men's Leagues, PGA Professional Golf Instruction, and various Golf Clinics.



# Parks & Recreation Director

## MAJOR FUNCTION

Highly responsible executive management position providing direction for all activities by directing, planning, developing, and administering a comprehensive community park and recreation program, to include three (3) divisions: Parks & Special Facilities, Regional Parks and Stadiums, and Fairwinds Golf Course. Reports directly to the Deputy County Administrator.

## KNOWLEDGE, ABILITIES AND SKILLS

### NEEDED TO PERFORM THE ESSENTIAL JOB FUNCTIONS

#### KNOWLEDGE

- Knowledge of leadership and management principles.
- Knowledge of modern principles and practices of public administration.
- Knowledge of principles and practices of organization, administration, and personnel management.
- Knowledge of principles and practices of parks and recreation programs within the public sector.
- Knowledge of Federal laws, state statutes, and local ordinances as they relate to parks and recreation programs.
- Knowledge of trends and developments in leisure services program administration and implementation.
- Knowledge of standard program evaluation methods.

#### ABILITIES

- Ability to obtain and maintain emergency preparedness certifications (NIMS, National Incident Management System) as directed by the County Administrator or designee.
- Apply sound judgment and interpretation based on acquired knowledge in circumstances where limited standardization exists.
- Ability to establish and maintain effective working relationships with staff, vendors, the public, and the Board of County Commissioners.
- Ability to express ideas professionally, clearly, and effectively both orally and in writing, to include public presentations, department correspondence, etc.
- Ability to plan, organize and coordinate divisions with multiple and varied responsibilities.
- Ability to select, supervise, train, and evaluate staff.
- Ability to plan, prepare, and maintain annual budgets and state and federal required documentation.
- Ability to prepare and analyze department reports, statements, correspondence, and take appropriate action as needed.

#### SKILLS

- Skill in developing and implementing effective projects and plans.
- Intermediate to advanced proficiency in Microsoft Office and associated software programs and applications that are necessary for successful job performance.

## ESSENTIAL JOB FUNCTIONS

- Directs the administration and oversees the operations of the Parks and Recreation Department.
- Evaluates assigned personnel for efficiency and effectiveness; initiates personnel actions of hiring, promotion, discipline, termination, training and development; resolves or refers personnel problems or grievances; directs and assigns work to employees that report to them; and provides technical support and guidance in their work activities.
- Prepares and submits Department operating and capital budgets and strategic plan; manages budgets within constraints.
- Provide professional and technical direction to divisions regarding proposals, specifications, and standards.
- Seek, administer, and implement outside contracts, grants and bids; Manages the development and administration of grant applications and awards.
- Conducts presentations for various civic and community organizations; provides interviews with the media; and directs the development of news releases and other public relations.
- Participates in or provides information for neighborhood and civic group meetings, state and regional associations or events, as applicable to Department functions.
- Perform related work as requested or assigned.

#### EDUCATION

Bachelor's Degree from an accredited college or university with major course work in Public Administration or field closely related to responsibilities of the position. Master's Degree preferred.

#### EXPERIENCE

Minimum ten (10) years of progressively responsible administrative experience, including five (5) years as a director or manager of a municipal parks and recreation operation. A comparable amount of training or experience may be substituted for the minimum education requirements.

#### LICENSE, CERTIFICATION OR REGISTRATION

- Valid Florida's Driver's License and must maintain a good driving record. Certified Park and Recreation Professional (CPRP) or Certified Park and Recreation Executive (CPRE) preferred.

#### SALARY RANGE

\$96,387.20 – \$154,211.20

